

**Part-time Teaching and Non-Teaching Faculty
Intent to Retire and Terminate Employment with
*Mt. San Jacinto Community College***

Date: _____

To: Human Resources

Re: Letter of Intent to Retire

Name: _____ Employee #: _____ Position: _____

This is to notify you of my intent to retire and terminate my employment with *Mt. San Jacinto Community College*, effective: _____

My last day worked will be: _____

My retirement date will be: _____

****This date MUST be after your last day worked with the district****

For questions regarding your retirement benefits, please contact your respective retirement system:

- APPLE: (800) 634-1178, <https://mymidamerica.com/employers/retirement-plan-solutions/apple-plan/>
- CalSTRS: (800) 228-5453, www.calstrs.com

Name: _____ Signature: _____

cc: Supervisor: _____